



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Planner I DATE OPENED: 12/21/2015

DEPARTMENT: Planning & Zoning CLOSING DATE: 1/29/2016

If you have any questions about this position vacancy, call: (406) 751 - 8200.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT:

☒ FULL TIME

☒ REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ 18.88 per Hour

☐ PART TIME

☐ SEASONAL

STARTING WAGE: \$ 19.83 per Hour

SALARY AT:

1 YEAR STEP: \$ 20.62 per Hour

2 YEAR STEP: \$ 21.45 per Hour

3 YEAR STEP: \$ 21.88 per Hour

☐ TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

TYPING TEST REQUIRED? NO ☒ YES ☐ = _____ NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be attached to your application. Certificates must have a completion date within 6 months of the date the application was submitted to the Flathead Job Service Workforce Center. Please contact the Flathead Job Service Workforce Center at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLICATION FORMS FOR THIS POSITION CAN BE OBTAINED AT:

Flathead Job Service Workforce Center

427 First Avenue East

Kalispell, MT 59901

OR ON FLATHEAD COUNTY'S WEBSITE:

http://flathead.mt.gov/human_resources/jobs.php

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO THE FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 PM ON THE CLOSING DATE. Application packets can be delivered to the address above or emailed to kalispelljsc@mt.gov. Faxed applications will not be accepted.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

PLANNER I

NATURE OF WORK:

The position in this class performs professional planning work.

Incumbents in this classification may work in both areas of current and long-range planning or may be assigned to work exclusively in one specialized area of the program.

REPRESENTATIVE EXAMPLES OF WORK: (Only major tasks are identified for most positions)

Assists in the implementation of various elements of the Growth Policy and Neighborhood Plans, reviews documents for conformance with standards and refers discrepancies and recommendations to supervisor.

Assists in the preparation of staff reports for various boards, land commissions pertaining to administrative applications for zoning and re-zoning, subdivisions, etc.

Makes preparations for and attends board and committee meetings relative to project work.

Writes progress reports, makes follow-up contacts to evaluate completed planning projects and assists in preparation of materials for publication.

Performs surveys and technical studies, literature and field research.

Provides information to the public and answers questions relative to planning programs and ordinances.

Performs work related to administration and implementation of various regulatory documents, including enforcement, site inspections, permit processing etc.

Operates a Flathead County vehicle on a weekly basis.

Performs related work as assigned.

SELECTION FACTORS: (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment.)

Knowledge of:

- * principles and practices of planning and zoning
- * research methods and techniques used in planning
- * statistics, drafting, and graphic presentations
- * computer applications related to planning

Ability to:

- * rapidly learn provisions of state and local laws and regulations affecting

planning, land subdivision and zoning

- * communicate effectively both orally and in writing

- * plan and organize comprehensive research studies

- * conduct research and write technical reports

- * formulate recommendations

- * establish and maintain effective working relationships with other employees and the general public

- * Operate a Flathead County vehicle.

GENERAL RECRUITING INDICATORS: (Persons applying for a position in this class should have the following experience and/or training.)

Bachelor's Degree in planning or related field with a minimum of one year experience in planning or a related field, or a Master's Degree in planning or related field.

Action	Date	Reference
Adopted:	2/13/01	Commissioners' Minutes
Revised	2/20/14	Commissioners' Minutes
Revised	7/01/14	HR Salary Recommendation Transmittal Signed 5/28/2014